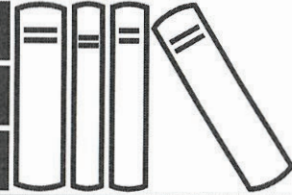

Surplus Materials and Equipment Policy

YAKIMA
VALLEY
LIBRARIES



CONNECTING PEOPLE AND IDEAS

PURPOSE:

The disposal of materials, machinery, equipment and miscellaneous items which are no longer needed, obsolete, in a state of physical disrepair, extra copies, or unusable donations are essential to the maintenance and growth of a quality collection and effective library services.

POLICIES:

Reading and Other Library Materials

As per RCW 39.33.070 reading and other materials estimated to have a value in excess of one thousand dollars will be sold at public auction to the person submitting the highest bid, following publication of notice of the auction in a newspaper of general circulation. The estimated value will be determined by the Library Executive Director.

If no reasonable bid is submitted under Section 1 above or if reading and other library materials is estimated to have a value of one thousand dollars or less. Then they may be sold to a public or private entity. The reasonableness of the bid and/or the estimated value will be determined by the Library Executive Director.

Reading and other library materials of no value may be recycled or destroyed.

Vehicles, Machinery, Equipment and Miscellaneous

Vehicles, machinery and equipment determined to be surplus by the Library Executive Director or the Library Business Services Director: Items over the capital threshold of five thousand dollars will be submitted to the Board of Trustees for approval to surplus; Items under the capital threshold of five thousand dollars may be approved to surplus by the Library Executive Director and/or by the Library Business Services Director.

Yakima Valley Libraries may sell, donate, trade-in, or dispose of an asset in a method that best meets the needs of YVL as determined by the Library Executive Director, the Library Business Services Director and/or the Board of Trustees. Vehicles, machinery, equipment, and miscellaneous for which there is no purchase may be recycled or destroyed.

Employees and officers of the Library and their family members, may not directly purchase or acquire surplus property from the Library.

Resolution #23-004

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